

How to Obtain Free Enrollment Verification **

- 1) Go to the **Student Self-Service** website (<http://www.rowan.edu/selfservice>).
- 2) Click “**Access Banner Services.**”
- 3) In the “**User ID**” field, enter your 9-digit **Rowan ID** number. In the “**PIN**” field, enter your **PIN** number. If you have never logged into the Student Self-Service system, your **PIN** number will be your **6-digit birthday**, in the format **MMDDYY**. If you forgot your pin, click the “Forgot PIN” box.
- 4) When you get to the **Main Menu**, click the “**Student & Financial Aid**” link.
- 5) On the **Student & Financial Aid** menu, click the “**National Schools Clearinghouse**” link.
- 6) This will direct you to the National Student Clearinghouse website.
- 7) Follow directions on NSC website to **Obtain Enrollment Certification.**

****Free enrollment verifications are not available until after the 10th day of classes.**

Fall – Approximately the 3rd week of September

Spring – Approximately the 2nd week of February